

RESOLUTION NO. 2002-224

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING CITY COUNCIL APPOINTEE EVALUATION
POLICY AND PROCEDURE

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WHEREAS, in an effort to standardize the process of conducting annual Council Appointee (i.e. City Manager, City Attorney, and City Clerk) evaluations, an Administrative Policy and Procedure has been developed, based on the method used during the most recent Council Appointee evaluations; and

WHEREAS, the purpose of City Council Appointee evaluations is to 1) motivate Appointees to work at their highest capacity by jointly establishing job standards and objectives, review progress toward achieving those results, and subsequently plan the Appointee's future development; 2) determine an Appointee's performance level to assist in making appraisals for merit pay increases and disciplinary actions; and 3) to serve as a means of communication between City Council and the Appointee; and

WHEREAS, the attached policy marked Exhibit A recommends that performance evaluations be conducted annually before the members of the City Council over the course of two Closed Session meetings and sets forth the steps to be followed in implementing the policy.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the City Council Appointee Evaluation Policy and Procedure.

Dated: November 6, 2002

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I hereby certify that Resolution No. 2002-224 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 6, 2002, by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, Nakanishi, and Mayor Pennino

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


SUSAN J. BLACKSTON
City Clerk

CITY OF LODI
ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

SUBJECT : EVALUATIONS, COUNCIL APPOINTEES
Policy

DATE ISSUED : November 6, 2002

SECTION : E

SECTION 1: PURPOSE

The purpose of Council Appointee evaluations is to: 1) motivate Appointees to work at their highest capacity by jointly establishing job standards and objectives, review progress toward achieving those results, and subsequently plan the Appointee's future development; 2) determine an Appointee's performance level to assist in making appraisals for merit pay increases and disciplinary actions; and 3) to serve as a means of communication between City Council and the Appointee.

SECTION 2: ADMINISTRATION

An Appointee's evaluation shall be conducted annually before the members of the Lodi City Council over the course of two City Council Closed Session meetings.

Performance evaluation forms for Appointees shall be completed by each Council Member and the results compiled into a summary document.

In addition, performance evaluations may be conducted at other specified intervals, or at any time, at the discretion of the City Council.

(EXHIBIT A)

CITY OF LODI
ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

SUBJECT : EVALUATIONS, COUNCIL APPOINTEES
Procedure

DATE ISSUED : November 6, 2002

SECTION : E

SECTION 1: PURPOSE

The purpose of this procedure is to describe the steps to be followed in implementing the City's policy on Council Appointee evaluations.

SECTION 2: PROCEDURE

A. Each Appointee will appear before the City Council in a Closed Session meeting to: 1) provide a synopsis of the past year; and 2) discuss the next twelve months' goals, objectives, and concerns, as well as how the City Council can assist in achieving these goals.

B. Prior to the next subject Closed Session meeting, each Council Member will complete a performance evaluation form on each Appointee and submit it to a designated Council Member, or to the Appointee, for the purpose of compiling the results.

C. At the subject Closed Session meeting, the City Council members will meet as a body to: 1) evaluate the evaluation form summary; 2) review wage and benefit comparisons; and 3) discuss appropriate action.

D. Each Appointee will then appear before the City Council individually to discuss and review the evaluation form results and Council's actions, if any.

E. At the completion of the Closed Session meeting, the City Council will return to Open Session and disclose any reportable action taken by the City Council.

F. Appointee performance evaluations should be completed annually.

(EXHIBIT A)